

~~CONFIDENTIAL~~

13 February 1964

MEMORANDUM FOR: Chief, Building Security

SUBJECT : Regular Working Hours in Secure Area
of Document Division, OCR

1. The normal working hours for Document Division personnel are from 0800 to 1630 hours. However, it is not unusual for people to arrive for work as early as 0730 hours.

2. The Document Division area from GE-47 to GF-40 is a secure area, and personnel entering this area before 0745 hours must call security, since time limits are based on the normal working hours.

3. In order to alleviate any early morning arrival problems, it is requested the Office of Security consider the Document Division's normal working day from 0730 to 1630 hours. Any arrivals before 0730 hours will be directed to call Security.

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Chief, Document Division

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